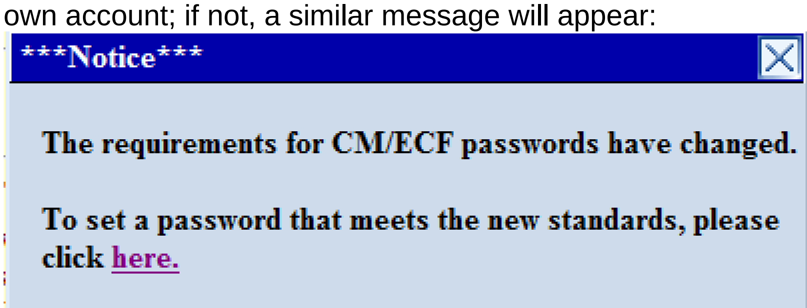
Bankruptcy CM/ECF Release 4.2
For External Users

Introduction
This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.2. The titles in red indicate what differences you will see based on the type of user you are.

Internet Browsers - ALL USERS
Release 4.2 was tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are **no** longer supported.

Password Security - ALL USERS
Password security has been improved. All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, $, %, &, *, +, :].
Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period.

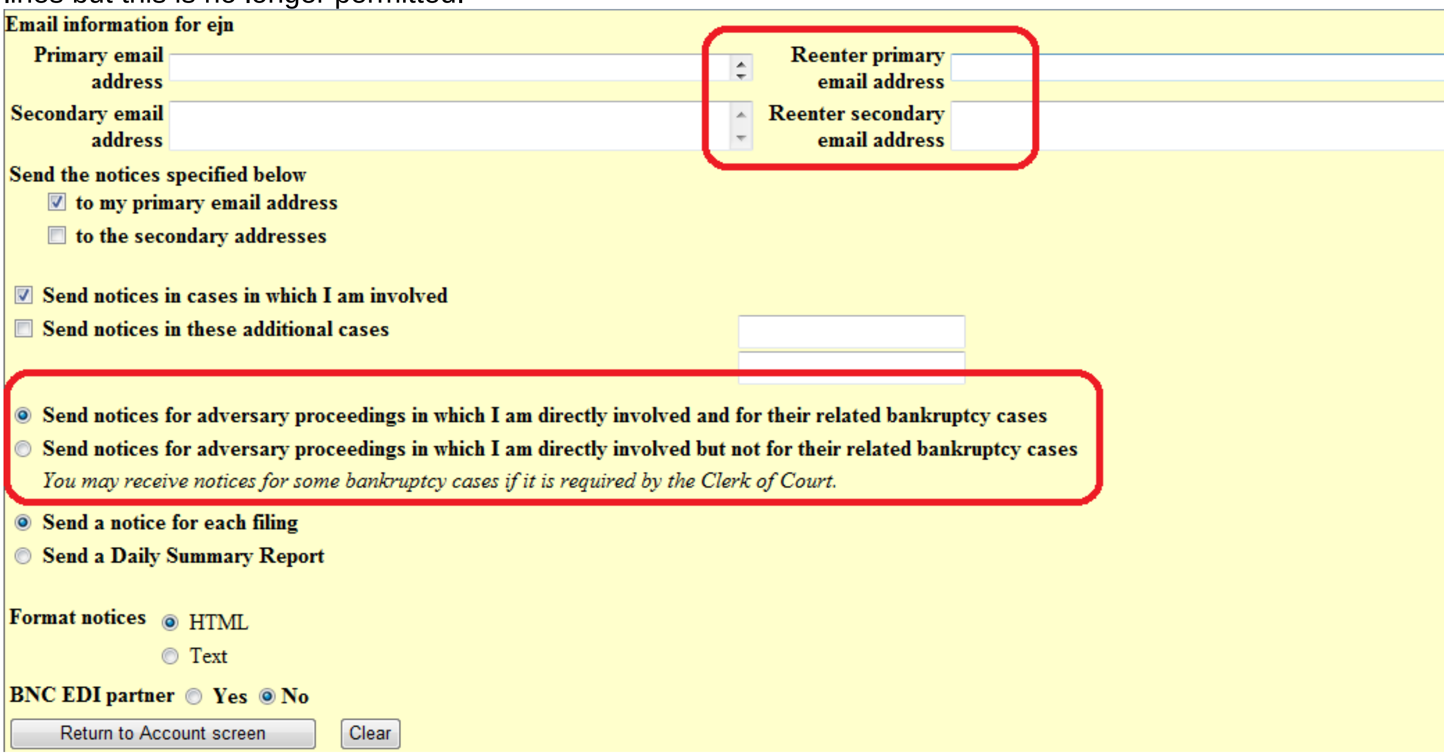
The **first time you log in**, you will see the following message if you are able to maintain your own account; if not, a similar message will appear:



Maintain Your ECF Account (E-Mail Notification) – ALL USERS

The Notice of Electronic Filing has been improved. You now have the option through 'Maintain Your ECF Account' to choose whether you want notification of bankruptcy matters when your appearance is only entered in the Adversary case. You will be prompted to enter your primary and secondary email addresses twice; the address is not saved until the fields match.

After the upgrade, you now need to enter your primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address you must separate the addresses by commas. In the past you were allowed to enter them on multiple lines but this is no longer permitted.



NOTE - **Limited Creditor Users now have the option to receive email notification of filings**

Case Opening – ATTORNEYS/TRUSTEES

• Previously, an attorney opening an adversary case was prompted to create an association with the plaintiff in the case. Now, a "Counsel for" selection option appears (if the adversary proceeding is not a complaint) to allow the attorney to indicate which party he represents: if the default "Plaintiff" is selected, the filing attorney is automatically associated with the plaintiff; if "Defendant" is selected, the filer may make the attorney association during docketing.

• During adversary proceeding filing, the filer was previously always able to add the defendant's attorney to the case while adding the defendant. Now, the *Attorney* opening the adversary will not be able to add the attorney for the defendant.

Claims/Creditors - ALL USERS

Claim Filing – Proof of Claim

• Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, and Amount Priority.

• The "File another claim" hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

• The Proof of Claim entry screen text and formatting have been modified to match the b10 form. Additionally, the amount claimed and amount allowed totals are no longer calculated. Instead, the "Amount claimed" and "Amount allowed" fields constitute the totals of the various amounts claimed and allowed; the user enters the totals in these fields, and no additional total is calculated.

Claims Activity

• For any closed case, the case closed date is displayed next to the case number on the report output.

• Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. This was incorrect, and inconsistent with the information displayed on the Claims Register. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

Claims Register

• Previously, the "Entered by" field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now the "Entered by" field displays the filer of the most recent claim record.

Query - ALL USERS

• When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.

• For each name result, a row of information is displayed to the screen for each case in which that person is involved, as shown below:

Select a Case

There were 2 matching persons.

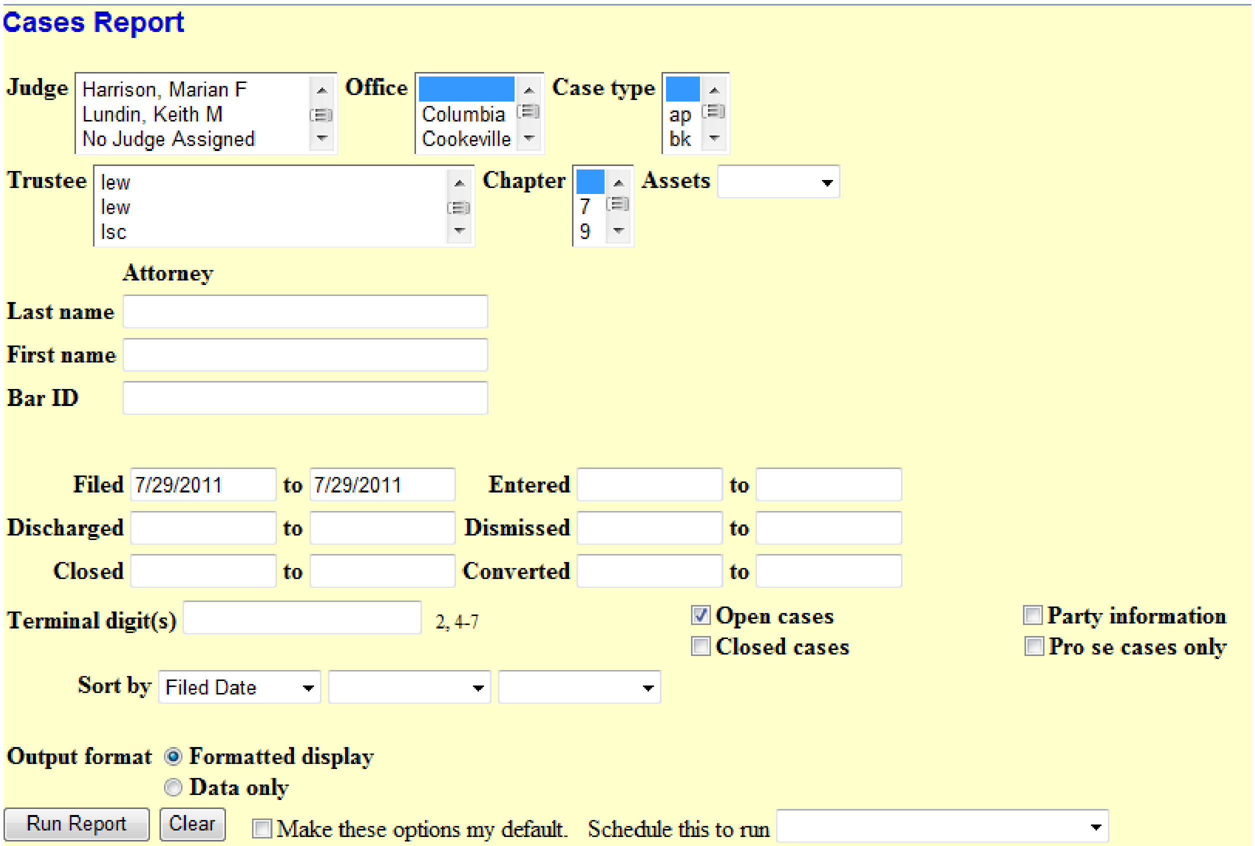
There were 3 matching cases.

Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
JONES, JANE (aty) (2 cases)	3:04-bk-00563	JANE DOE and JOHN DOE	7	09/15/04	N / A	N / A
	3:07-bk-00108	JASON WRIGHT	11	01/12/07	N / A	N / A
JONES, JANE (pty) (1 case)	3:04-bk-00562	JAY JONES and JANE JONES	7	09/15/04	Joint Debtor	N / A

Reports – ALL USERS

Cases Report

• An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can choose to view only cases with pro se filers.



Cases Report

Judge: Harrison, Marian F / Lundin, Keith M / No Judge Assigned
Office: Columbia / Cookeville
Case type: ap / bk
Trustee: lew / lew / lsc
Chapter: 7 / 9
Assets

Attorney
Last name
First name
Bar ID

Filed 7/29/2011 to 7/29/2011 Entered to
Discharged to Dismissed to
Closed to Converted to
Terminal digit(s) 2, 4-7
Open cases
Closed cases
Party information
Pro se cases only
Sort by Filed Date

Output format: Formatted display / Data only

Run Report | Clear | Make these options my default. Schedule this to run

• The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Activity

• The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

Docket Report

• The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.

Miscellaneous – 'Enter' Key Function – ALL USERS

If you wish to use the keyboard rather than the mouse, pressing the Enter key now gives the same result as clicking the button that submits the screen. Pressing the space bar also works if the focus is on the button that submits the screen.
Note: This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

Trustee's 341 Filings – ALL PANEL TRUSTEES

• The Trustee's 341 Filings module has been enhanced to allow multiple meetings to be continued simultaneously. Additionally, the output now displays only information and selection options valid for the chapter(s) of the cases displayed. An option to sort by time has been added to the selection criteria screen.

• On the Trustee's 341 Filings filter screen, a new "Continue multiple 341 meetings" check box has been added to the screen. If this box is checked, a new screen is displayed to allow the trustee to continue 341 meetings for some or all of the cases with meetings on the selected date:

• This screen displays all cases for which the trustee has 341 meetings scheduled for the selected day. The trustee makes date, time and location selections. An "Additional docket text" field allows the trustee to add information to the docket text; to add the text "Debtor/Joint Debtor appeared" and/or "Debtor/Joint Debtor absent", the user may check the boxes. All additional text and text concerning the debtor's/joint debtor's appearance will appear at the end of the docket text.

• The cases displayed are grouped by chapter; and the check box in the header row (beside the "Case" label) sets all case check boxes to its own value.

• If the trustee runs the report without selecting the "Continue multiple 341 meetings" box, the Trustee's 341 Filings screen is displayed.

Noticing – ALL USERS

• The BNC Certificate of Notice now includes all entities selected as form recipients who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity's name and email address. Additionally, the BNC file now contains an email address (of the debtor's attorney, or of the debtor if pro se), so that the BNC may email the bypass list.

FEES/PAYMENTS DUE – ATTORNEYS/TRUSTEES

Internet Payments Due

• Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction and by various forms of payment.

• To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.

• On the "Internet Payments Due" screen, all outstanding fees are displayed, along with a check box for each fee. To select the fees to pay, the user should check the boxes next to the desired fees, and then click the *Next* button.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
☐	2011-06-28 11:08:52	Voluntary Petition (Chapter 7)(1:11-bk-00029) [misc,volp7] (299.00)	$ 299.00
☐	2011-06-28 11:38:15	Voluntary Petition (Chapter 11)(3:11-bk-00031) [misc,volp11] (1039.00)	$1039.00
☐	2011-06-28 11:40:48	Voluntary Petition (Chapter 11)(3:11-bk-00032) [misc,volp11] (1039.00)	$1039.00

Next Clear

• Filers paying filing fees over the Internet now have the option to pay by bank account debit, Automated Clearing House (ACH) payment.

• After confirming the selected fees to pay, you are asked for payment information to pay the total of selected fees, either by credit card or by bank account debit (ACH). The screen below is displayed by the Treasury Department site:

Tracking Filing Fee Balance – ATTORNEYS/TRUSTEES

• In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance is tracked in CM/ECF. **(NOTE:** This is applicable only for cases that are opened after upgrade to Release 4.2).

• A new "Filing Fee" selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due.